



Forensic Investigator/Sr. Forensic Investigator

Department: Police

EEO Code: 24

Class Code: 2165

FLSA: N

Effective: 25/01/2005

GENERAL STATEMENT OF DUTIES:

Under Direction, performs work of considerable difficulty in investigating and processing crime scenes; collecting, evaluating and processing evidence and presenting expert testimony in court to the finding.

SPECIFIC STATEMENT OF DUTIES:

Investigates all crime scenes and determines what is evidence at the crime scene and what should be collected; provides all the writing of the reports; keeps daily tally of all evidence collected; conducts meetings with the Commonwealth Attorney and the investigating officer; proposes an oral testimony in court based on the evidence; required to operate the Virginia Automated Fingerprint Identification System (AFIS); performs the chemical process that latent fingerprints require when trying to treat them; organizes all courtroom exhibits such as finished sketches, fingerprint charts, photographic overlays and modus operandi charts; assist in all the training done in the personnel department and all aspects involving Forensic Science; teaching the Basic Academy classes on fingerprinting and book procedures; manage usage of the cameras, film and video format; conducts work in a photographic darkroom; demonstrate efficiency in computer technology, word processing, crime scene drafting, facial reconstruction, spreadsheets, and mainframe data entry and retrieval; assigns cases for evidence processing; conducts reevaluations for cold cases; consults with detectives to follow up with evidentiary leads; composites drawing using computer programs; produces photo line-up for detectives; and performs all other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the Science of Fingerprints; must know the Rules of Evidence; of the automated systems and ability to accurately enter and retrieve data.

Considerable skills in communicating, orally and in writing; in organizing and completing multiple tasks in a timely manner.

Considerable ability to analyze information and evidence recovered; to instruct and supervise subordinates; to give accurate testimonies in court; to meet and develop effective working relationships with law enforcement and legal representatives.

MINIMUM EDUCATION AND EXPERIENCE:

Associates Degree in Police Science, Forensic Science, Administration of Justice, Criminalistics; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
